

RIVER VALLY SERVICES
JOB OPPORTUNITY
Data Entry Operator 1
RVS/HIM/Medical Records

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public

Location: DMHAS-River Valley Services, Silver Street, Middletown, CT – HIM/Medical Records

Job Posting No: RV100422

Hours: 1st shift - Monday –Friday, 8:00 am to 12pm, (PT), 20 hours per week

Salary: \$17.55, hourly

Closing Date: August 20, 2014

Duties may include but not limited to: Responsible for data entry of services provided by staff including tracking completion of Service Recording forms, completing data entry necessary for admitting, transferring and discharging clients into Avatar, including submitting forms to HIM for opening and closing of charts, data entry of Medicare audit data, data entry of other HIM audit data as necessary. Also, filing of loose paperwork from Mobile Crisis, Respite, all Treatment Teams, and Wellness and Recovery Program according to established guidelines, filing of thinned material from active charts into the overflow charts, filing of information into discharge record, scanning of discharge records into the scanning system.

General Experience: Six (6) months as a typist or its equivalent.

General Experience: Six (6) months' data entry experience.

Substitution Allowed: Completion of an intensive Data Processing Training Course which must have included courses in data entry operations may be substituted for the General Experience.

Application Instructions:

Due to the large number of applications received, it is extremely important to list the Position Number at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12). This position number is found at the top of the posting.

To be considered for this position:

- 1 **DMHAS employees who are lateral/promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12).
- 2 **Candidates from other STATE AGENCIES:** must complete a State Employment Application, (CT-HR-12), Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:

River Valley Services – Human Resources
P. O. Box 351, Middletown, CT 06457
Fax: (860) 262-5055
RVS-RECRUIT@ct.gov

The State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at

www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers and strongly encourage the applications of women, minorities and persons with disabilities. NP-3